

**CONFIDENTIALITY POLICY**

**This policy was up-dated and adopted:** April 2025

Little Acorns work with children and families will sometimes bring us into contact with confidential information and situations.’

All members of staff, helpers, students, cover staff will be asked to sign this policy as part of their contractual offer of employment and a copy kept on file.

To ensure that all those using and working in the kindergarten can do so with confidence, we will respect confidentiality in the following ways:

* Parents will have ready access to the files and records of their own children but not those of any other child.
* Permission will be sought at the start of a child’s time with us to share journals with appropriate professionals, ie. OFSTED, Buckinghamshire County Council Early Years representatives.
* Staff will not discuss individual children other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child. The Kindergarten Manager(s), SENCO and Key Person of any child must be consulted on any issue relating to a child first.
* Staff or any other person are not to discuss any matters from the kindergarten in relation to children their families, colleagues, procedures, news, notifications etc. with anyone outside the kindergarten including staff who have left Little Acorns Kindergarten.
* Information given by parents/carers to the Kindergarten Manager(s) or Key persons will not be passed onto other adults without permission.
* Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions ie. the Manager(s) and Trustees.
* Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the group, with the exception of the Kindergarten Manager, the child’s Key person and the Designated Safeguarding Officer(s).
* Students on recognised training courses or work experience and volunteers will be advised and asked to sign our confidentiality policy during their induction and required to respect it when they are observing/working in the kindergarten.
* Parent helpers and bank staff will also be advised and asked to sign our confidentiality policy during their induction and required to respect it when they are within the kindergarten.
* Under no circumstances must any information regarding families, staff, helpers be posted on any social media/electronic facility ie. Facebook, twitter, msn. If this occurs disciplinary action will be taken in accordance with our Disciplinary Procedure.
* We advise that no staff member should be friends on social networking sites with parent/carers in attendance at Little Acorns to avoid problems arising. If you are posting on social networking sites, these should be closely monitored, inappropriate images or conversations will result in disciplinary action being taken in accordance with our Disciplinary Procedure.

**USE OF MOBILE PHONES AND CAMERAS POLICY**

Little Acorns accepts that mobile phones are part of everyday life for parents, carers and staff. This policy is part of our wider commitment to safeguarding the welfare of the children attending our setting.

**Mobile Phones:**

* Any person working directly with a child/children must not use a mobile phone, it is deemed to be inappropriate and can distract attention from the child/children in their care. Only exception are LAK devices which are for Tapestry use only. These phones have no SIM card and are not for making/receiving calls and/or messages.
* Staffs mobile phones must be kept in the office.
* Urgent calls can be made/taken on LAK phones: 07519 036703 or 07895 750217
* If a staff member/cover/parent/helper needs to make a call, please request permission to use the land line or make the call during break times away from the children.
* Visitors to the setting will be asked to leave their mobiles phones in the office. At no point will any person be allowed to use their mobile phone in the main areas where children are. If a parent carer/helper is found to be using their mobile during session time in a play area, they will be asked to leave.
* Parent/carers will not be allowed into the setting whilst talking on their mobile phone, but will be asked, politely, to finish their call before entering the setting.
* No pictures will be taken on mobile phones with the exception of Tapestry and/or setting use.

**Cameras and Camera Phones:**

* Only devices owned by Little Acorns will be used to record children for observation purposes only.
* Permission is requested at the start of a child’s time with us to record by photograph.
* The use of any sort of camera by parent/carers is prohibited within the preschool. The only exception would be during productions/sports days etc. No images must be shared on any form of social media etc.

**Little Acorns Kindergarten Facebook Group**

This is operated as a closed group managed by the Manager of the setting. Authorisation is given to current parents and families. No photographs or recordings will be placed without prior parental consent.

All the undertakings above are subject to the paramount commitment of the kindergarten, which is the safety and well-being of the child. Please see also our policy on Safeguarding children and Child Protection.